



OVERSIGHT AND  
COMPLIANCE

## OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER

9010 DEFENSE PENTAGON  
WASHINGTON, DC 20301-9010

### MEMORANDUM FOR DESIGNATED FEDERAL OFFICER, DEFENSE BUSINESS BOARD

SUBJECT: Charter and Membership Balance Plan Amendment for the Defense Business Board

Based upon the recent decision by Deputy Secretary of Defense Work to increase the total membership for the Defense Business Board (DBB) to no more than 35 members, I have approved the DBB's amended charter and membership balance plan and filed the amended charter with the Defense Congressional Oversight Committees, the General Services Administration, and the Library of Congress.

In consultation with the Office of the General Counsel of the Department of Defense (OGC DoD), I have affirmed that all individuals appointed to the DBB, once approved by the Secretary or Deputy Secretary of Defense and administratively certified by the Deputy Chief Management Officer, will be appointed to serve as special government employee (SGE) or regular government employee (RGE) members, as appropriate. The following points apply:

- (a) Individual members approved for appointment or renewal of appointment according to DoD policy, who are not full-time or permanent part-time Federal officers or employees, must be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Those who are full-time or permanent part-time Federal officers or employees must be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members.
- (b) Each DBB member must be notified, in writing, of the appointment authority's decision. Any questions pertaining to these letters of notification should be referred to me. At a minimum, the letters shall contain the following:
  - i. notice that each individual's appointment to serve on the DBB is without compensation, with the exception of reimbursement of official DBB-related travel and per diem;
  - ii. a statement that each individual is appointed to serve as an SGE or RGE member, as appropriate;
  - iii. an explanation of the difference between serving as an SGE or representative member; and
  - iv. a summary of the applicable ethics requirements, to include whether SGE members are required to file a Confidential Financial Disclosure Report.

If you should have any questions please contact Megan McPherson at 517-294-9977 or by email at [megan.g.mcpherson.ctr@mail.mil](mailto:megan.g.mcpherson.ctr@mail.mil).

James D. Freeman II  
Advisory Committee Management Officer